Substance Abuse and Crime Prevention Act
SACPA Reporting Information System

User Manual

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Appendix B

Direct Services

Those functions associated with the provision of specific services for, or case management of, SACPA clients. Planned costs for Direct Services include direct costs, and indirect costs, (excluding administrative activities below).

A direct cost includes any costs that can be identified directly to a service.

An indirect cost includes any operating expenses; equipment cost and line organizational unit indirect costs which cannot practically be charged directly to a service.

Administrative Activities

Typically administrative activities are those that occur for a common or joint purpose. Administrative activities include general administration, planning and policy development, budgeting, accounting, personnel, business services, management analysis, training and legal. The costs of these activities are distributed to specific client service and case management activity functions based upon an equitable allocation plan.

Non-Residential/Outpatient

Participants reside outside the program facilities for these services.

Planned Expenditures include the following drug treatment types:

Treatment/recovery - no meds

A service designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities, and information about and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed

Outpatient programs and methadone maintenance programs are included in this service category.

Day Program - intensive

This category includes:
(a) Services provided to drug abuse clients under Medi-Cal “Day Care Habilitative” category.

(b) Other day programs in which services are provided throughout the day and participation is according to a minimum attendance schedule (at least ten hours per week). Participants return to their homes at night, and may also have regularly assigned and supervised work functions.

(c) Intensive outpatient programs in which participants receive services at least two or more hours per day, three or more days per week.

Detoxification - no meds
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service.

Detoxification - Methadone, LAAM, or other meds prescribed
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service, which includes prescribed medications.

Residential

In all types of residential services, participants reside in the program facility on a 24-hour-per-day basis, receiving food and shelter as part of the treatment/recovery service.

Enter Planned Expenditures for the following drug treatment types:

Detoxification (hospital)
Services provided in a licensed hospital, in which participants are hospitalized primarily for medical support during a period of planned withdrawal from alcohol or drug dependence.

Detoxification (non-hospital) - no meds
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is not administered.

Detoxification (non-hospital) - Methadone, LAAM, or other meds prescribed
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is administered.

Treatment/recovery - no meds
A service designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities and information about and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed
Outpatient programs and methadone maintenance programs are included in this service category.

Other Services

Literacy Training
Literacy training is instruction and information presented in an individual or group setting to increase literacy skills - reading and reading comprehension as described in the section 9505 (12), Title 9, CCR. Only enter the amount expended from your county's SACPA funds. *Do not include costs paid by other (i.e. non-SACPA) programs.*

Family Counseling
Family Counseling is counseling with individuals, couples, or groups which examines interpersonal and family relationships, and is provided by an individual licensed in accordance with section 4980 through 4981 of the Business and Professions Code, as described in the section 9505 (10), Title 9, CCR. Only enter the amount expended from your county's SACPA funds. *Do not include costs paid by other (i.e. non-SACPA) programs.*

Vocational Training
Vocational training is instruction presented in a group setting to increase opportunities for gainful employment as described in the section 9505 (17), Title 9, CCR. Only enter the amount expended from your county's SACPA funds. *Do not include costs paid by other (i.e. non-SACPA) programs.*

Other Client Services
Other Client Services are services the county plans to fund in order to serve SACPA clients, excluding vocational training, family counseling, and literacy training. If you are not sure whether "Other Service" expenditure is allowable under SACPA rules, please contact your ADP analyst. Only enter the amount expended from your county's SACPA funds. *Do not include costs paid by other (i.e. non-SACPA) programs.*

Specify Other Client Services: List/describe services (other than those listed above) that the county plans to fund services in order to serve SACPA division. *Do not include costs paid by other (i.e. non-SACPA) programs.*

If you are unsure whether "other services" are allowed please contact your ADP analyst.

Case Management Activities

Enter Planned Expenditures for:

Referral/Assessment

Referral

The probationer or parolee is sent from the criminal justice (court, probation department, or parole authority) to the entity that evaluates the defendant in terms of what services will be needed to achieve and maintain sobriety, and successfully complete the SACPA program. "Referrals" are all probationers/parolees referred by the courts, probation department, or parole authority, whether or not they have appeared as instructed at the appropriate office for assessment and placement.

Assessment

A collection of detailed information concerning the client's substance abuse and treatment history, current condition, emotional and physical health, family status, social roles, victimization, education, criminal history, and other key areas. Treatment assessment is conducted using protocols proven valid and reliable, and should not be confused with classification of an offender's security risk. Expenditures for all assessments should be reported, including multiple assessments of the same client, should they occur.

Placement

Includes activities related to identifying the appropriate drug treatment provider and providers of other needed services, and routing the client to those services. Clients are considered "placed" when they are admitted into a treatment program by the provider.

Court Monitoring

Includes activities related to monitoring the status and progress of SACPA clients, including progress reports and case conferences. Clients appear in court, i.e. to give the court a status report on their progress.

Supervision

Includes activities related to ensuring a SACPA client's participation in and compliance with the drug treatment and other services to which they were referred. These are activities provided by probation / parole officers.